



FRANKLIN COUNTY
Department of Animal Care & Control
4340 Tamarack Blvd.
Columbus, OH 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Clerical Specialist **PCN:** 071011
(Bargaining Unit)

REPORTS TO: Clerical Supervisor **PR:** A3

RESPONSIBILITIES: Process adoptions for shelter owned dogs. Assist customers in adopting a dog and review adoption applications. Sell dog licenses, balance the cash drawer, and prepare receipts. Type and prepare documents to support enforcement activities. Work with volunteers to provide excellent customer service and adoption services to the public.

Receive Lost and Found reports and assist customers in finding lost dogs. Research information to locate a dog's owner and prepare certified letters to notify owners of their impounded dog. Contact the Franklin County Public Health and Columbus Public Health to notify of quarantined animals and animals to be transported to the lab. Enter and scan adoption and lost and found records, monitor and order supplies, and replenish stations. Answer multi-line telephone system and email for lost and found dogs and adoptions.

MINIMUM QUALIFICATIONS: High School diploma or GED with six (6) months of clerical experience; or any equivalent combination of training and experience.

PREFERRED QUALIFICATIONS: One (1) year or more experience with animal care practice or shelter environment, cash handling and customer service is preferred. Proficiency in Microsoft Office is desired.

STARTING SALARY: \$13.69 per hour, plus a comprehensive benefits package
120 day probationary period

DATE POSTED: Friday, January 13, 2017

DEADLINE TO APPLY: Friday, January 20, 2017

If interested, please go to <http://commissioners.franklincountyohio.gov/hr/> and apply on-line.

-EOE-